



proud past, promising future

CLARK COUNTY
WASHINGTON

RESIDENTIAL PERMIT SUBMITTAL CHECKLIST

For a fully complete application the following must be submitted:

1. Application Form
2. 2 sets of **complete Building Plans** conforming to the 2003 International Residential Code.
✓ Drawn to a ¼ inch scale **See attached residential plan review submittal requirements.
3. 1 copy (duplicate form) of the **completed Energy Code Window Schedule Form**. This form is available at the Permit counter, the Information Center at 1300 Franklin Street, 1st Floor of the PSC Building and the Battle Ground Office.
4. If the parcel is not located within a recorded subdivision or short plat; we will need 1 copy of the **recorded sales history from 1969 to the present** (the date the current State Land Division legislation was adopted).

Or

Recorded copy of the current owners deed

Sales history consists of recorded deeds, and any other documents, which form a complete history of all conveyances affecting the subject property. *Sales history packages may be obtained from any local Title Company.* **State law prohibits the issuance of permits on property that has been illegally created.**

5. **2 plot plans on 8 ½ x 11** (see attached plot plan checklist for guidelines)
 - ◆ Location of **Legal Access** from the subject property out to a County road if access is proposed via a private road easement
- **ZONING APPROVAL** (including assigned address) from the appropriate city if the site is located within Town of Yacolt (Town Hall, 105 Yacolt Road 686-3922). Zoning approval consists of your plot plan with an approval stamp or signature from the appropriate city official, or a letter from the city indicating approval of the project. **Clark County provides zoning review for those sites in unincorporated Clark County.**
6. A Check or Cash for plan review fee.

**IF ANY REQUIRED INFORMATION IS MISSING, YOUR PERMIT
APPLICATION CANNOT BE ACCEPTED**

Prior to issuance of the building permit, some may apply:

- ❖ 1 copy of the **Contractor's valid Washington State License** may be required if our system shows the license is expired.
- ❖ A **Certified Erosion Control Person** who has taken the class through the Clark County Home Builders Association. (360) 694-0933
- ❖ A copy of the **septic tank permit or release letter** from the Clark County Health District. (1950 Fort Vancouver Way 397-8428) Or verification of **sewer availability** from Hazel Dell Sewer District. (8000 NE 52nd Ct 750-5876) or City of Vancouver (1313 Main St. 696-8101).
- ❖ The identity and **approval of the water supplier**:
 - A. If the residence is to be serviced by a private well, the well must be installed, the water tested, and a **“W.A.V.E”** letter from the Clark County Health District needs to be submitted prior to permit issuance.
 - B. If the residence it to be served by a well serving more than one residence, you must provide a copy of a **“community well”** approval with a copy of the **“W.A.V.E”** letter from Clark County, Environmental Health Services,
 - C. If the residence it to be served by a **public water system**, and is not located in a recorded subdivision, you must provide a letter of approval from the appropriate water agency.
- ❖ **Electrial Permits**
 Washington State Labor & Industries located at 312 SE Stonemill Dr., Ste 120 Vancouver WA 98684
 (360) 896-2371

Clark County Building Department is located at 1300 Franklin St., 1st Floor PSC Building
 Vancouver WA (360) 397-2375.

Our Satellite Office is located at 701 E. Main St.
 Battle Ground WA (360) 687-7126 x 211